

## STATE ASSESSORS BOARD COURSE 1

Course 1 is a 2-week course for persons wanting to become knowledgeable in the assessment field and wish to pass the level 1 state certification examination. The exam will be offered on the last day of the course.

An engineer's scale, a protractor, and a **SILENT**, battery-operated calculator are needed for the course. There is no fee for parking at the Operations Center.

### COURSE OUTLINE

#### WEEK 1

Local Government Finance/Property Taxation  
Assessment Administration/Public Relations  
SAB/MTT/STC/SBA  
Personal Property  
Mass Appraisal/Computer  
Real Property Descriptions  
Vacant Land Valuation  
Sales Comparison Approach (Vacant Land)  
Special Assessments

#### WEEK 2

Valuation Concepts  
Cost Approach  
Property Tax Law/Tax Calendar  
Taxable Value  
Required Reports  
Board of Review  
Equalization  
Farm Property  
Forest/Timberlands

#### DATES/TIMES

November 15-19, 2004  
November 29-30, 2004  
December 1-3, 2004  
(8:00 a.m. – 4:00 p.m.)

#### LOCATION

Operations Center  
1st Floor, Rooms A, B, & C  
Dimondale, MI

#### FEES

\$400 course fee  
\*\$25 exam fee  
\*\$5 property tax law  
\*\$180 training manual  
volumes 1-4

### PLEASE REGISTER 2-3 WEEKS IN ADVANCE

Course 2 will be offered May/June 2005

Index Number 04206

### STATE ASSESSORS BOARD COURSE 1 REGISTRATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ZIP (REQUIRED): \_\_\_\_\_

TELEPHONE (8:00 a.m. – 5:00 p.m.): (\_\_\_\_\_) \_\_\_\_\_

#### PLEASE CHECK ONE

- \_\_\_\_\_ I ALREADY HAVE THE UPDATED TRAINING MANUALS IN MY POSSESSION  
\_\_\_\_\_ \*I ONLY NEED THE TRAINING MANUAL UPDATES  
\_\_\_\_\_ I HAVE RECENTLY ORDERED THE TRAINING MANUALS  
\_\_\_\_\_ PLEASE BRING A SET TO THE CLASS FOR ME TO PURCHASE THE 1<sup>ST</sup> DAY  
(WILL ONLY BE DONE IF YOU REGISTER LESS THAN 3 WEEKS BEFORE CLASS  
BEGINS...THESE ARE 1,700+ PAGES AND A LOT FOR THE INSTRUCTOR TO TAKE  
IF NOT NEEDED)

Enclose fee of \$400, check or money order payable to STATE OF MICHIGAN. Return fee with registration to: State Assessors Board, 1st Floor Treasury Building, Lansing, MI 48922. If you have any questions please call (517) 373-8320.

\* Separate form required – contact State Assessors Board for form.